

COUNTY OF MAUI  
DEPARTMENT OF PLANNING  
250 South High Street  
Wailuku, Hawaii 96793  
TELEPHONE (808) 270-7735

FAX: (808) 270-7634

## MAUI REDEVELOPMENT AGENCY APPLICATION

### SOURCE OF LEGAL AUTHORITY:

Act 379, Hawaii Session Laws 1949;  
Hawaii Revised Statutes, Subsection 53-2  
(1985); Ordinance 1859 (1989);  
Maui County Code Subsection 2.40.050;  
Wailuku Redevelopment Plan (Resolution  
No. 00-151; Rules of Practice and  
Procedure for the Maui Redevelopment  
Agency for the County of Maui §12-701-  
72; and the Wailuku Redevelopment Area  
Zoning and Development Code, dated  
September 2002.

### APPLICABILITY

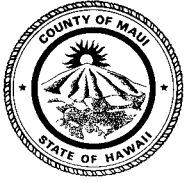
This application form shall be used for projects within the Wailuku Redevelopment Area that require an Administrative Review Permit (ARP), MRA Use Permit (MUP), Variance or Design Review Approval pursuant to the Wailuku Redevelopment Area Zoning and Development Code, dated September 2002.

### GENERAL PROCEDURES

- A. Submittal and Acceptance of Applications. All applications required by the Wailuku Redevelopment Area Zoning and Development Code (WRAZ&D) shall be submitted to the Planning Director. The Planning Director shall review the application to determine if the application is complete or incomplete. If the application is determined to be complete, the Planning Director shall notify the applicant in writing and process the application pursuant to Section 30.16.060 of the WRAZ&D. If the application is determined to be incomplete, the Planning Director shall give the applicant written notification identifying the portions of the application determined to be incomplete or the additional information that is needed to process the application.
- B. Agency Comments. Upon Certification by the Planning Director that the application is ready for processing, the application will be transmitted to applicable reviewing agencies. If the application requires final review and approval by the Maui Redevelopment Agency (MRA), it will be scheduled with the MRA for review and action upon receipt of all agency comments.

C. Types of applications.

1. Administrative Review Permit (ARP). ARP applications shall be decided upon by the Planning Director. However, the Planning Director shall forward an ARP application to the MRA if the applicant submits a written request to do so to the Planning Director at the time the application is submitted, or as required by the Wailuku Redevelopment Area Small Town Zoning and Development Code (WRAZ&D). The Planning Director may also refer an ARP application to the MRA when the Planning Director determines that broader public review is warranted. The application shall be processed pursuant to the provisions of Section 30.16.060 of the WRAZ&D.
2. MRA Use Permit (MUP). MUP applications shall require a final determination from the MRA following a public hearing. The application shall be processed pursuant to the provisions of Section 30.16.060 of the WRAZ&D.
3. Variances. Variance applications shall require a final determination from the MRA following a public hearing. The application shall be processed pursuant to the provisions of Section 30.16.060 of the WRAZ&D.
4. Design review. Design review applications shall be subject to the application content requirements of Section 30.16.040 of the WRAZ&D, and shall be processed pursuant to Title 30.17 of the WRAZ&D.



COUNTY OF MAUI  
DEPARTMENT OF PLANNING  
250 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793

**APPLICATION TYPE:**     **MAUI REDEVELOPMENT AGENCY APPLICATION**

**DATE:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROPOSED DEVELOPMENT:** \_\_\_\_\_

**TAX MAP KEY NO.:** \_\_\_\_\_ **CPR/HPR NO.:** \_\_\_\_\_ **LOT SIZE:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**OWNER (PRINT):** \_\_\_\_\_ **PHONE:(B)** \_\_\_\_\_ **(H)** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_

**APPLICANT (PRINT)** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE (B):** \_\_\_\_\_ **(H):** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**AGENT NAME:(PRINT)** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE (B):** \_\_\_\_\_ **(H):** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EXISTING USE OF PROPERTY:** \_\_\_\_\_

**CURRENT STATE LAND USE DISTRICT BOUNDARY DESIGNATION:** \_\_\_\_\_

**COMMUNITY PLAN DESIGNATION:** \_\_\_\_\_ **ZONING DESIGNATION:** \_\_\_\_\_

**OTHER SPECIAL DESIGNATIONS:** \_\_\_\_\_

**PROJECT VALUATION: \$** \_\_\_\_\_

**MAUI REDEVELOPMENT AGENCY  
REQUIRED SUBMITTALS**

**ALL APPLICATIONS:** All Maui Redevelopment Agency Applications shall require the following submittals:

- \_\_\_ 1. Documents identifying the owner of the subject parcel of land.
- \_\_\_ 2. A notarized letter of authorization from the legal owner if the applicant is not the owner.
- \_\_\_ 3. Location map identifying the site, adjacent roadways, and identifying landmarks.
- \_\_\_ 4. Photographs of the site and surrounding properties.
- \_\_\_ 5. Site plan of the project.
- \_\_\_ 6. Copies of all previously approved building permits and violation notices for the subject parcel, that applicants are aware of or have in their possession.
- \_\_\_ 7. Proposed project description, including the following elements:
  - A. Narrative description of what is being proposed, why it is being proposed, and the project schedule; and
  - B. Preliminary schematic drawing showing project location, size, shape, materials and colors of proposed uses, structures and signs.
- \_\_\_ 8. **Non-refundable filing fee** (see Fee Schedule, Table B), payable to *County of Maui, Director of Finance*.

**VARIANCE APPLICATIONS.** In addition to the information listed above, applications for a variance from the MRA shall also include:

- \_\_\_ 1. The nature of the variance requested;
- \_\_\_ 2. The reasons for the variance request;
- \_\_\_ 3. The specific ordinances, rules, or regulations which prevent the reasonable use of the subject property;
- \_\_\_ 4. An analysis of how the granting of the variance would impact the essential character of the neighborhood and surrounding properties;
- \_\_\_ 5. List of each property owner as listed in the County real property tax roll, adjacent to and across from the proposed use or project; and
- \_\_\_ 6. All correspondence among the MRA, Director, and other governmental agencies that relate to the subject variance.

**OTHER INFORMATION.** The following information shall be provided, if applicable, as determined by the MRA or Planning Director:

- \_\_\_ 1. Floor plans, drawn to scale, of existing buildings.
- \_\_\_ 2. Architectural plans, drawn to scale of at least 1/8" = 1', including site plans, floor plans, sections and elevations, exterior finish schedule, and any other detailed plans which may be necessary to completely identify the scope and design of the project. The plans shall identify the building materials, color scheme, exterior lighting and graphics, mechanical equipment and landscaping included in the project.
- \_\_\_ 3. Required off-street parking.
- \_\_\_ 4. Description of future project expansions or additions.
- \_\_\_ 5. Identification of all meetings held between the applicant and any community organization that may be impacted by the applicant's request, the issues raised at these meetings, and any measures proposed by the applicant to resolve or mitigate these issues.
- \_\_\_ 6. Operation and management of the proposed use including, but not limited to, number of employees and hours of operation.
- \_\_\_ 7. Location(s) and plans for all signs that are to be constructed or maintained in connection with the project or businesses which may occupy the property.
- \_\_\_ 8. The MRA or the director may request other information, as needed, to assess the application.

## **APPLICATIONS REQUIRING A PUBLIC HEARING**

The following applications are subject to the public notification requirements of Section 30.16.050 of the WRAZ&D:

- A. MRA Use Permit (MUP); and
- B. MRA variance.

Upon notification by the Department of Planning of the County of Maui of the scheduled public hearing date, the applicant shall:

1. Mail a notice of the date of the public hearing of the application on a form provided by the Department of Planning (Attachment A) by certified or registered mail, return receipt requested, to each of the owners adjacent to and across from the proposed use or project and any other person or organization that has requested notification of such application. The notice shall be mailed not less than THIRTY (30) calendar days prior to the date of the public hearing.
2. Submit the certified mail receipts and each of the return receipts to the Director of Planning not less than TEN (10) business days prior to the date of the public hearing. A Notarized Affidavit of Mailing of Notice of Public Hearing (Attachment B) shall also be submitted as proof of mailing.
3. Publish the subject matter in a form prescribed by the Director of Planning once THIRTY (30) calendar days prior to the date of the public hearing in a newspaper which is printed and issued at least twice weekly in the County and which is generally circulated throughout the County. A certified copy of the published notice shall be submitted to the Director of Planning at least SIX (6) business days prior to the date of the public hearing.

**ATTACHMENT A  
NOTARIZED AFFIDAVIT OF MAILING**

\_\_\_\_\_, being first duly sworn on oath,  
deposes and says that:

1. Affiant is the applicant for a \_\_\_\_\_  
For land situated at \_\_\_\_\_,  
TMK: \_\_\_\_\_.
2. Affiant did on \_\_\_\_\_, 20\_\_\_\_, deposit in the  
United States mail, postpaid, by certified or registered mail  
and delivery to addressee, a copy of a Notice of Application  
and Meeting Date, a copy of which is attached hereto as  
"Exhibit A" and made a part hereof, addressed to each of  
the persons identified on "Exhibit B", attached hereto and  
made a part hereof.
3. Thereafter there was returned to the Office of Affiant the  
United States Post Office certified or registered mail  
receipts, which are attached hereto as "Exhibit C" and made  
a part hereof.

Further Affiant sayeth naught:

\_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Hawaii  
My commission expires: \_\_\_\_\_

**ATTACHMENT B**  
**NOTICE OF APPLICATION AND MEETING DATE**

DATE: \_\_\_\_\_

TO:

Please be informed that the undersigned has applied to the Maui Redevelopment Agency of the County of Maui for a \_\_\_\_\_ for the following parcel(s): \_\_\_\_\_.

1. Project Name: \_\_\_\_\_
2. Street Address of Property: \_\_\_\_\_
3. Tax Map Key: \_\_\_\_\_
4. Acreage: \_\_\_\_\_
5. WRAZ&D Zoning Designation: \_\_\_\_\_
6. CP Designation: \_\_\_\_\_
7. Brief Description of the Request, Including the Existing and Proposed Uses for Which Application Was Filed: \_\_\_\_\_  
\_\_\_\_\_
8. Ordinance(s) or Rules Affecting the Request: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE PLANNING DEPARTMENT:**

**MRA Meeting**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

Attached please find a map identifying the location of the specific parcel being considered in the request for Maui Redevelopment Agency approval.

Information relative to the application is available for review at the Planning Department, 250 S. High Street, Wailuku, Maui, Hawaii or telephone 270-7735, 1-800-272-0117 (toll free from Molokai) or 1-800-272-0125 (toll free from Lanai).

Petitions to intervene shall be in conformity with Subchapter 5 (Interventions), of the Rules of Practice and Procedure for the Maui Redevelopment Agency. Filing of all documents to the Agency is c/o the Maui County Planning Department, 250 S. High Street, Wailuku, Maui, Hawaii, 96793.

Testimony relative to this request may be submitted in writing to the Maui County Planning Department, 250 south High Street, Wailuku, Maui, Hawaii, 96793, or presented in person at the time of the meeting

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number



COUNTY OF MAUI  
DEPARTMENT OF PLANNING

ZONING AND FLOOD CONFIRMATION REQUEST FORM

APPLICANT: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADDRESS AND/OR LOCATION: \_\_\_\_\_

TMK NUMBER(S): \_\_\_\_\_

**ZONING INFORMATION**

STATE LAND USE \_\_\_\_\_ COMMUNITY PLAN \_\_\_\_\_

COUNTY ZONING \_\_\_\_\_ SPECIAL DISTRICT \_\_\_\_\_

OTHER \_\_\_\_\_

**FLOOD INFORMATION**

FLOOD HAZARD AREA\* ZONE \_\_\_\_\_

BASE FLOOD ELEVATION \_\_\_\_\_ mean sea level, 1929 National  
Geodetic Vertical

Datum or for Flood Zone A0, FLOOD DEPTH \_\_\_\_\_ feet.

FLOODWAY [ ] Yes or [ ] No

FLOOD DEVELOPMENT PERMIT IS REQUIRED [ ] Yes or [ ] No

\* For flood hazard area zones B or C; a flood development permit would be required if any work is done in any drainage facility or stream area that would reduce the capacity of the drainage facility, river, or stream, or adversely affect downstream property.

\*\*\*\*\*

**FOR COUNTY USE ONLY**

REMARKS/COMMENTS: \_\_\_\_\_

- ☐ Additional information required.
- ☐ Information submitted is correct.
- ☐ Correction has been made and initialed.

Reviewed and Confirmed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Zoning Administration and Enforcement Division